



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I (SPECIALIST)

\$5,079 - \$6,311

LEGISLATIVE OFFICE

Sacramento

RESPONSIBILITIES:

Under the general direction of the Staff Services Manager III, the Staff Services Manager I (Specialist) will serve as a legislative advisor to the Staff Services Manager III and Deputy Commissioner/Legislative Director, on insurance-related legislation. Specific duties include but are not limited to: developing complex and comprehensive insurance-related legislation necessary to further the mission and goals of the Department; monitoring all insurance-related state and federal legislation having an effect on the Department and advising regarding its potential impact; reviewing all bill analyses prepared by various departmental staff to ensure that the Department's perspectives have been presented clearly and accurately and subsequently consolidating all input for submission to the Deputy Commissioner/Legislative Director; and, helping represent the Department before the Legislature and Governor's Administration on various policy and technical issues.

DESIRABLE QUALIFICATIONS:

- Ability to work under short time lines and work irregular, long hours and weekends during peak workload periods in a small, high-energy office environment throughout the entire calendar year
- Ability to aggressively pursue the development, advocacy, and enactment of the Department's annual legislative agenda
- Demonstrated excellent presentation and verbal/written communication skills
- Extensive knowledge and understanding of the Legislative process and Executive decision-making
- Past legislative background and credible experience in policy-making with current established legislative relationships is critical
- Knowledge of the insurance industry, California insurance law, and the Department's operations and mission
- Strong demonstrated teamwork skills with a myriad of individuals from various backgrounds

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

11/20/13 NT

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) and a "Statement of Qualifications" to Nicole Terrell, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Manager I (Specialist), PSN # 413-115-4800-004" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3316 or email Nicole.terrell@insurance.ca.gov

FINAL FILING DATE: Friday December 6, 2013 – Close of Business

NOTE: Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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